

MINUTES/TASKS 2ND TRANSNATIONAL MEETING

PFUNGSTAD WBUAS

October 2 2017

Present: Billy Ahl (WBUAS), Michael Fuchs (WBUAS), Kris Stabel (Risbo), Natascha Helmer (Risbo), Amanda Jefferies (Hertf), Karin Barton (Hert), Sabine Bottin Rousseau Rousseau (FIED), Jean-Marc Meunier (FIED), Michiel van Diesen (Fontys), Karina Brom (Fontys), Silvester Draaijer (VU)

1. Kris, Gwendoline: put photo of us on www.onlineproctoring.eu and twitter
2. All: Check permissions Google Drive/Trello of team members that have left
3. Gwendoline: make sure for each PMG meeting PMG members provide an item for our Newsletter
4. Gwendoline: make a plan for four targeted reach-out session themes the upcoming year
5. Gwendoline: put twitterfeed into our website (insert a plug-in – in think that Robin van der Wiel can help with this)
6. Gwendoline: make website good in German and French (maybe use deepl.com) - http://www.onlineproctoring.eu
7. Silvester: make sure we get an account on gotomeeting for the Next PMG meeting
8. Silvester: Outlook invite for Next PMG meeting
9. Silvester: Outlook invite for Next Transnational Meeting
10. All: send formal examples of legal, security and privacy documents to Michael within two weeks (processor agreements, data classifications, privacy impact assessments, Guidelines for rules of Conduct, Consent Texts, Risk Acceptance Forms. Michael and Billie will make sure you all make progress.
11. Sabine, Daniel: Develop method on how to make rulebooks consistent with multiple languages and multiple versions of het ProctorExam Software.
12. Kris and Natascha: inform at the International Office if they have a need for Mathematics Admission Testing for foreign students
13. Kris and Natascha: If NVAO type accreditation bodies say that Institutions need to show that they are in control, it could look like:
a. We have live proctors, This is how we choose and train our proctors, this is what we do when we detect possible fraud (the Rule Books!)
b. We distinguish these types of stakes for assessments, these are the procedures that we then follow
14. Karen and Amanda: work on the Matrix of stakes of assessments/Types of Assessments/Type of Risk Groups
15. Silvester: send provisional Matrix already developed earlier to Karen and Amanda

16. **Amanda:** work on documentation how to make the transition from regular face-to-face proctors to online proctors (based on focus-group interviews)

17. **Silvester, Daniel:** talk with Jeroen to finalize point with regards to confidentiality (think also about Background information or make a specification of what indeed should be Confidential from PE view)

18. **Michel and Karina:** further think of how to do a student survey on cheating, maybe contact ISO which is partner of OP4RE (contact is in the contact list:
<https://docs.google.com/spreadsheets/d/16xlwcrdu7ClldtDu2ctxA92tk8YNHD3ONv5XlzUTbTU/edit>)

19. **All:** make template for the IO's that you want to make (concepts ready for next PMG)

20. **All:** have a good look at the online survey. Suggest improvements.

21. **Silvester:** think about how to be able to quickly report with the data of the online survey

22. **All:** fill in the online working day form each week/month

23. **All:** carefully look for what IO's working days are still in the budget

24. **IO-leaders:** make a report of 2-3 A4s of the work done in the first year in your IO. Use the input of the Interim Progress Report which you can find here: https://drive.google.com/drive/u/0/folders/OB0rrO_BjDmhjM21Eck4zTkI0ajg